

## **PROJECT REVIEW DIRECTOR**

### **DISTINGUISHING FEATURES**

The fundamental reason the Project Review Director exists is to supervise a staff of planning, engineering, architecture and fire safety professionals in the review of construction plans and documents to ensure compliance with state law, City Code, and the record of the public hearing process and to oversee the operations of the Development Quality/Compliance Division of the Planning Systems Department. This classification provides direction supervision of all managers within the division. Work is performed under general direction by the Planning Systems General Manager.

### **ESSENTIAL FUNCTIONS**

Directs the work of ensuring that construction plans and documents conform to all applicable federal, state, and local laws, regulations and policies.

Directs the agenda and presents issues in the Building Advisory Board of Appeals

Directs the agenda and presents cases in the property rights hearing appeal process.

Directs the approval process for final subdivision plats and maps of dedication; lot splits; site, improvement, architectural and landscape plans; and abandonment and easement releases.

Directs the public outreach/neighborhood meetings on pending construction and review of plan approval.

Directs the case coordination of projects with the Development Services, Community Development and Inspections Services divisions of Planning Systems.

Directs the coordination of projects, design standards, issues, changes, and variances with all city departments, divisions and programs.

Selects, trains and evaluates subordinate managers; oversees the handling of all performance and disciplinary matters within the division; assists employees in meeting individual goals.

Fosters the development of innovation regarding policies, systems, and procedures in the development review process.

Recommends annual division budget, goals and objectives to the Planning Systems General Manager; directs the maintenance of the cost of services model for the development review process with the City Auditor's office; annually recommends adjustment to the City fee schedule of the development review process.

Keeps executive management, boards, commissions and the city council informed of key issues.

Represents the City to various professional groups and associations of the development industry.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of:

Principles and practices of public administration  
Principles and practices of staff supervision  
Budget management techniques  
Urban planning and civil engineering principles and practices  
Building code interpretation and principles as they relate to plan review  
Zoning ordinance interpretation as it relates to preliminary plan review  
Personal computers and associated business software

Ability to:

Direct a large group of professional employees  
Establish and maintain effective working relationships with co-workers, supervisors, the development community, City officials and the general public  
Observe, review and check the work of staff for general compliance to applicable professional standards.  
Prepare clear, complete, accurate and logical written and oral reports using proper sentence construction, grammar and punctuation  
Understand and interpret city development ordinances, stipulations, codes, policies and procedures, and understand the logic behind them  
Read and interpret plans and specifications in all fields  
Maintain regular consistent attendance and punctuality

### **Education & Experience**

Any combination of a Bachelor's degree in Urban Planning, Public Administration, Civil Engineering or a related field and five years experience in the management of a field in the development industry.

FLSA Status: Exempt or Non-exempt

HR Ordinance Status: Classified or Unclassified